

Forest Lake Hockey Association



Grievance Resolution Policy

I. Purpose and Inclusion

- A. It is the purpose of this policy to provide a uniform method of resolving disputes within Forest Lake Hockey Association (FLHA) that are in accordance with the rules and regulations of District 2, Minnesota Hockey and USA Hockey Bylaw 10. This policy utilizes the specific skills, expertise, and background of individuals experienced in the sport of hockey and sports administration. The procedures herein are referred to collectively as the "Grievance Resolution Policy" or "Grievance Resolution Process".
- B. Each party by virtue of FLHA membership, affiliation, or participation at any time in a FLHA sanctioned event agrees to abide by this Grievance Resolution Policy.

II. Definitions

- A. Applicable rules - Means the FLHA bylaws, rules and regulations, policies code of conduct, District 2 Governing rules, Minnesota hockey rules and bylaws, and USA bylaws, rules and regulations, playing rules, and core values.
- B. Complainant - The party who files the grievance.
- C. Conflict of interest - a situation in which a person is in a position to derive personal benefit or unequal treatment from actions or decisions made in their official capacity.
- D. Grievance - An alleged violation of the FLHA bylaws, rules, policies, or code of conduct.
- E. Grievance Resolution Committee - The ad hoc committee formed when resolution cannot be attained by any other means, which has the power to rule judgment, assign sanctions. May be referred to as Grievance Committee or Hearing Committee. See section 4 below.
- F. Sanction - shall mean suspension, probation, censure, or other discipline of a party.

III. Privacy

- A. All grievance issues will be kept private and confidential. No member of the Grievance Resolution Committee, The FLHA board, or others involved in the process shall discuss, disclose, or otherwise disseminate any information that is related to the grievance to any non-party. The members shall keep all information discovered and revealed to them during their involvement in the grievance resolution process private and this information is considered confidential. Discussion about any matter related to the business of the Grievance Resolution Committee shall be restricted to only the members of the Grievance Resolution Committee or legal counsel involved in the process.

IV. Grievance Resolution Committee

- A. Membership of the Grievance Resolution Committee shall consist of at least three (3)

members.

1. The Vice President of Hockey or Vice President of Business of FLHA.
2. The Chair of the Rules and Ethics Committee.
3. The director at which the grievance is being filed. Examples: If the issue in question happened during tryouts, the tryout director is appointed to the grievance committee. If the issue in question happened at a hotel at a tournament, the tournament director is appointed to the grievance committee.

B. Conflict of Interest. If a conflict of interest is determined to exist, the other members of the Grievance Resolution Committee must agree upon a suitable replacement. If the Director or the Vice President of Hockey and Vice President of Business have a conflict of interest they will be replaced by a voting board member as agreed upon by the remaining Grievance Committee Members and will be granted all powers of the role of the individual being replaced. If the Grievance Chair has a conflict of interest they will be replaced by another member of the Rules and Ethics Committee and this individual must be agreed upon by the other two seated members. The accused and aggrieved parties may also bring to light conflicts of interest with the grievance committee members. Reasonable accommodations will be made wherever possible.

C. Grievance Resolution Committee Chairperson. The chairperson of the Grievance Resolution Committee will be the chairperson of the Rules and Ethics Committee. This individual oversees the process, coordinates communication between, and ensures the process is adherent to the FLHA Grievance Resolution Policy, District 2 and Minnesota Hockey Grievance processes, and the USA Hockey Discipline Resolution process.

V. Levels in the Process

- A. The initial grievance is filed and the suitability for the Grievance resolution Process is determined by the rules and Ethics Committee along with the involved Director and the Vice President of Hockey or Vice President of Business.
- B. Once determination that the grievance is suitable to continue in the Grievance Resolution Process investigation and fact finding will occur.
- C. The Grievance resolution Committee will have a hearing with those involved in the process and reach a resolution. Resolutions may include anything from dismissal of the grievance to sanction/s.
- D. Each party has the right to appeal a final decision to District 2. District 2 is the next level of appeal as stated in Article 6 of the Minnesota Hockey handbook which follows USA Hockey's bylaw 10 for dispute resolution and discipline.

VI. Grievance Resolution Process

- A. Initial Grievance
 1. The complainant shall notify the director with which the grievance is being filed.
 2. The director shall attempt to resolve the grievance on an informal basis. This may include a face to face meeting with those involved and this meeting may be facilitated by a member of the Rules and Ethics Committee. Notes will be kept confidential and will be considered if the grievance formally enters the Grievance Resolution Process.
 3. If the meeting does not resolve the matter the complainant shall be advised to follow the process outlined herein.
 4. The complainant must completely fill out the Grievance Filing Document as located on the FLHA website. The document can be filled out and electronically mailed to or handed to a member of the Rules and Ethics Committee.
- B. Contents of the Grievance
 1. To file a grievance the Grievance Filing Document must be filled out completely with additional pages of explanation attached if necessary. (See attachment A)
 2. The filing of the Grievance Filing Document serves as consent by the complainant to the Grievance Committee and or members of the Ethics and Rules Committee to contact any potential witnesses to the alleged dispute.
- C. Whom to send the Grievance Filing Document To
 1. The Grievance Filing Document must be completely filled out and electronically

mailed to a member of the Rules and Ethics Committee.

D. Grievance Committee Responsibilities

1. Upon receipt of the filled out Grievance Filing Document, the individual will give a copy of the document to the Chairperson of the Rules and Ethics Committee who will contact the complainant that the document has been received.
2. Within a reasonable amount of time of receiving the Grievance Filing Document, the Chairperson of the Rules and Ethics Committee will notify the Vice President of Hockey and Vice President of Business of FLHA via electronic mail that the grievance has been filed.
3. Within a reasonable amount of time of receiving the Grievance Filing Document, the Rules and Ethics Committee will review the grievance and determine suitability of the filed grievance and will contact the director, Vice President of Hockey and Vice President of Business of their determination.
4. Duties of the Chairperson of the Grievance Committee include being responsible for communicating with all relevant people to the dispute, aiding in investigating the grievance, communicating with witnesses, communicating with the complainant, and communicating with the defendant.

VII. Investigative Hearing

A. If the submitted grievance is to be heard by the Grievance Committee, an investigative hearing will be held within 30 days of receipt of the Grievance Filing Document, unless a later date is agreed upon by all parties and approved by the Grievance Committee. After all investigative actions are complete, the Grievance Committee will conduct a hearing. The Chairperson of the Grievance Committee will provide electronic mail notice to all pertinent parties at least 7 days ahead of the scheduled hearing. If all parties involved agree, the 7 day notice can be waived and the meeting can take place as soon as all parties are available. Included in the aforementioned email will be, date, time, location, agenda, allegations and potential sanction/s and the manner in which the hearing will be conducted.

B. Hearing

1. The complainant and the defendant may attend the hearing.
2. Each party may present facts to support their position.
3. Each party will be able to communicate directly to the Grievance Committee members. Each party will be allotted a prescribed amount of time to present their facts. Each party will be allotted the same amount of time to present their facts.
4. The Chair Person of the Grievance Committee will strictly enforce time limits and all members of the Grievance Committee have the authority to enforce that the agenda is adhered to.
5. The Grievance Committee shall meet together in private after the conclusion of the hearing.
6. The Grievance Committee must unanimously decide that a violation has occurred, if there is not unanimous agreement, the Grievance is dismissed.
7. The grievance Committee will communicate their results, including sanctions imposed, if any, to both the complainant and defendant within 5 days of the hearing. A written decision shall be given to all parties no later than 15 days after the hearing and shall communicate material facts, conclusions, and a statement of any right of appeal as outlined in Minnesota Hockey's bylaw article 6 "Authority- Appeals- Suspensions-Court Actions".
8. The Grievance Committee Chairperson, also known as the Chairperson of the Rules and Ethics Committee, shall retain and maintain a file of all notes, documents, correspondence, and judgment.

VIII. Enforcement

- A. The FLHA President is solely responsible for enforcement of the Grievance Committee's sanction.
- B. The FLHA President will notify the appropriate director of the sanction and their responsibilities for enforcement.

C. The FLHA President will communicate to the appropriate parties the procedure for enforcement of the sanctions within 7 days of the communication of the Grievance Committee's findings.

IX. Potential Sanctions

A. Possible sanctions may include, but not be limited to, the following:

1. Verbal Warning;
2. Written warning or reprimand;
3. Assignment of restorative act/s (apology, etc);
4. Suspension from FLHA events;
5. Censure;
6. Any other sanction deemed reasonable and necessary by the Grievance Committee.

B. Any sanctions will be issued at the discretion of the Grievance Committee.

C. The Grievance Committee retains the right to extend and modify assigned sanctions to include other FLHA members to prevent any indirect circumvention of the sanction by the affected parties.

X. Revision

A. This document was revised and approved by the FLHA Board of Directors on 09/18/2024.

FLHA President - Jeremy Siedow



9/18/2024